

Headquarters  
Department of the Army  
Washington, DC  
01 August 2003

\*DA Memo 1-18

Administration  
Joint Actions

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Applicability. This memorandum applies to Headquarters, Department of the Army agencies only.

Proponent and exception authority. The proponent of this memorandum is the Director of the Army Staff. The Director of the Army Staff has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The Director of the Army Staff may not delegate this approval authority.

1. Purpose

This memorandum prescribes Headquarters, Department of the Army (HQDA) responsibilities and policies for processing Joint actions.

2. References

Related publications are listed below.

a. Army Joint Actions Handbook, 01 August 2003.

b. AR 380-5, Department of the Army Information Security Program, Chapter 4, Section VI, 29 September 2000.

3. Explanation of abbreviations and terms

a. Abbreviations.

(1) ARSTAF----- Army Staff

(2) CSA ----- Chief of Staff, Army

(3) DEPOPSDEP ----- Deputy Operations Deputy

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\*This DA memorandum supersedes DA Memo 1-18, 1 June 1990

- (4) EOH ----- Executive Office of the Headquarters
- (5) JACO ----- Joint Actions Control Office
- (6) JCS ----- Joint Chiefs of Staff
- (7) ODCS ----- Office of the Deputy Chief of Staff
- (8) OJDA ----- Office of Joint and Defense Affairs
- (9) OPSDEP ----- Operations Deputy
- (10) SA ----- Secretary of the Army

b. Terms.

(1) Army Planners. Deputies to the EOH. Support DEPOPSDEP, OPSDEP and CSA in executing their Joint responsibilities. Ensure a consistent, coordinated Army position on all Joint matters and issues.

(2) Joint Actions. Written actions originating from any of the tasking authorities on the Joint Staff, which task the Services (and normally other J-Directorates and Combatant Commands) for approval or input on an issue.

(3) Dual Tasked Actions. Actions, usually from the Office of the Secretary of Defense (OSD), which task Service Secretaries and the Joint Staff for a position on issues. The Joint Staff also tasks the Services on the same issue to develop a JCS position.

4. Responsibilities

a. The Secretary of the Army (SA) will ensure that agencies under his purview support the coordinated Army effort in the Joint actions arena.

b. The Chief of Staff, Army (CSA) will serve as the Army member of the Joint Chiefs of Staff (JCS). The CSA will ensure the Army's requirements, plans, and capabilities are appropriately addressed at JCS meetings. To the extent that such action does not impair the independence of the CSA in the performance of his duties as a member of the JCS, the CSA shall inform the SA regarding military advice rendered by members of the JCS on matters affecting the Department of the Army. Subject to the authority, direction, and control of the Secretary of Defense, the CSA shall also keep the SA fully informed of significant military operations affecting the duties and responsibilities of the SA.

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c. The Deputy Chief of Staff, G-3 will serve as the Army Operations Deputy (OPSDEP) to consider matters within the cognizance of the JCS. The OPSDEP is responsible to the CSA for all matters pertaining to Army participation in Joint actions.

d. The Director, Strategy, Plans, and Policy (ODCS, G-3) will serve as the Deputy Operations Deputy (DEPOPSDEP) to consider matters within the cognizance of the JCS, or as directed by the CSA, or the OPSDEP. The DEPOPSDEP is the principal alternate to the OPSDEP for Joint Affairs. The DEPOPSDEP will ensure presentation of a coordinated Army position to the CSA and the OPSDEP for their use at JCS meetings.

e. Army Planners will support the DEPOPSDEP, OPSDEP, and CSA in carrying out their Joint responsibilities. They assist Army action officers (in collaboration with Division Chiefs and Directors) in the development of positions on Joint matters that are consistent with Army capabilities. Army Planners are the sole authority below DEPOPSDEP level for all Joint actions.

f. The Joint Action Control Office (JACO) furnishes administrative support to the CSA, OPSDEP, DEPOPSDEP, and Army Planners for Joint actions. JACO is responsible for assigning Joint actions to the appropriate ARSTAF agencies for action, and for maintaining an open channel of communication between the Army and the Joint Staff.

g. The head of each staff agency (Secretariat and/or Army Staff) is responsible for advising and responding to the CSA through the DEPOPSDEP and the OPSDEP, on Joint matters in their areas of responsibility. Agency heads will designate a responsible individual to monitor Joint actions. The name, office, and telephone number of each agency point of contact will be furnished to the JACO, with changes reported as they occur.

### 5. Policies

a. Joint actions take precedence over unilateral (Army) staff actions.

b. JACO has tasking authority across HQDA in order to respond to Joint actions.

c. The Army Joint Actions Handbook establishes the basic guidance and procedures to be used by HQDA in processing Joint actions.

d. Staff papers in response to Joint actions must reflect a coordinated Army position. All communications with the Joint Staff, to include that by staff agency heads authorized to communicate directly with Joint Staff agencies, will be coordinated through the Army Planner's Office to ensure consistency with Army positions.

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e. Dual-tasked actions may be answered in one of three ways. They will normally be answered by the Army Secretariat directly to the OSD tasking office, after coordination with OJDA (to ensure consistency of Army positions). They may also be answered by the Army staff through OJDA to the Joint Staff. In rare cases, they may be answered through both channels.

f. Army Regulation 380-5 specifies procedures for the security and distribution of Joint Staff papers within the Army. Additionally, many Joint actions include material that, while unclassified, is nevertheless sensitive. It is important that due care and appropriate precautions be taken to ensure that only those personnel with the proper clearance and need to know have access to Joint material.

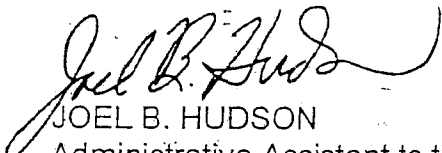
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(DACS-ZD-JDA)

By Order of the Secretary of the Army: 2

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